

## **Designation of Beneficiary Federal Employees' Group Life Insurance (FEGLI) Program**

Do you have an SF 2823, FEGLI Designation of Beneficiary, on file? Please take a moment to view your electronic Official Personnel Folder (eOPF) by going to <https://hcie.nasa.gov> and clicking the eOPF link. If you do not have an eOPF ID and password to view your personnel folder, contact the NASA Shared Services Center (NSSC) to receive system access. Beneficiary information is confidential and cannot be verified over the phone.

After viewing your personnel folder, if you need to change or add a FEGLI Designation of Beneficiary form, complete a new SF 2823 by going to [www.opm.gov/forms/html/sf.asp](http://www.opm.gov/forms/html/sf.asp), then clicking on the **SF 2823** link. Complete the form and mail it to:

**NASA Shared Services Center  
C Road, Building 1111  
Stennis Space Center, MS 39529  
ATTN: Human Resources Benefits Team**

If no Designation of Beneficiary form is on file, your life insurance benefits will be distributed in accordance with the order of precedence:

- To your widow or widower
- To your child or children, with the share of any deceased child distributed among descendants of that child
- To your parents in equal shares or the entire amount to your surviving parent
- To the executor of administrator of your estate
- To your other next of kin as determined under the laws of the state where you lived

### **Beneficiary Tips and Reminders**

- Only the insured or an insured's assignee can sign the Designation of Beneficiary form.
- The employing office must receive the completed form before the employee's death.
- Two persons must witness your signature. These witnesses must sign the form and give their addresses. A witness cannot be someone you are naming on the form as a beneficiary.
- Be sure to keep your designation up to date. If you marry or divorce, complete a new form. If your beneficiary's address changes, complete a new form.
- You may also find additional information about life insurance by visiting <http://www.opm.gov/insure/life/index.asp>.

Any questions concerning this notice, contact:  
**NSSC Customer Contact Center**  
1-877-NSSC123 or [nssc-contactcenter@nasa.gov](mailto:nssc-contactcenter@nasa.gov)